

## MEETING NOTES

**MEETING DATE:** August 12, 2010

**PROJECT:** Morrill DPH Offices  
Project No: 20452F

**PRESENT:**

Kevin Riordon, Dietz & Company Architects (DCA)  
Stephen Lobik, F&CP - UMA  
Mark Poscik, UMA  
Roger Jarosz, Inglewood Development (IDC)  
James Hanchett, MA DPH  
Maryanne Steele, Umass EH&S

**MEETING:** CONSTRUCTION MEETING NO. 02

**LOCATION:** University of Massachusetts  
Amherst, MA

**DISTRIBUTED TO:**

Stephen Lobik, F&CP - UMA  
Mark Poscik, UMA  
Roger Jarosz, Inglewood Development  
Nick Ariskin, Inglewood Development  
Ted Landis, Inglewood Development  
Judy Laduc, UMA EH&S  
James Hanchett, MA DPH  
Helen Taucher, MA DPH  
Marija Popstefamja, MA DPH  
Shane Landry, Adams P&H  
Maryanne Steele, Umass EH&S

**WEATHER:** Sunny 90s.

**Corrections to previous meeting notes:** None.

**Progress Report:** Preconstruction Meeting

**Punchlist Status:** N/A

**Requisition Status:** N/A

**Attachments:** N/A

**Time for Completion:** 11/26/10 (Substantial Completion)

**Notice to Proceed date:** 7/28/10

**Days in Contract:** 120

**Time elapsed:**

**Percent Work completed:**

### PREVIOUS MEETING ITEMS

#### 1.2 INITIAL SUBMITTALS

2010-08-03 Preliminary schedule submitted but will be revised to show permitting impact. UMA requires Schedule of Values, Site Specific Safety Plan, Project Directory with emergency contacts and subcontractor list, and copies of the submitted AQ06 Demolition Notification Form and ANF-001 form for Asbestos Demolition Notification.

Action:  
IDC

2010-08-12 Site Specific Safety Plan submitted at meeting. IDC to submit copies of the AQ-06 and ANF-001 to UMA. A preliminary project directory was submitted but requires updates for emergency contacts. Schedule of Values still required to be submitted.

#### 1.4 BUILDING PERMIT

2010-08-03 UMA will forward the partially prepared building permit application to DCA for additional information and the permit application will then be sent to IDC for finalization. The stamped drawings, specifications (3 sets) and completed construction control documents are being prepared by DCA and will be ready later this week. DCA will notify IDC when ready for pick up. The building permit application should not include the costs of plumbing or electrical work as a separate fee is charged for permits applicable to those specific work trades.

Action:  
IDC

2010-08-12 Permit application completed and submitted with check to UMA. DCA will drop off 3 sets of stamped plans, specification books and construction control affidavits at UMAFP after the meeting. Fire alarm narrative to be submitted by DCA/RDK.

#### 1.5 AFD FIRE ALARM PERMIT

2010-08-03 UMA submitted the AFD fire alarm permit checklist to IDC (Nick) on 8/2. DCA will contact RDK engineers about the fire alarm narrative to be submitted with permit application.

Action:  
IDC/DCA

2010-08-12 UMAFP repeated that the fire alarm narrative should meet the AFD checklist and guidelines. Work includes moving, adding and subtracting devices in the specific work area.

#### 1.6 OTHER PERMITS

2010-08-03 IDC to review other requirements for permits including dumpster permit which should be coordinated with UMA EH&S and AFD.

Action:  
IDC

**2010-08-12 UMA EHS said that the dumpster permit is coordinated with AFD not EHS. Noted also that the electrical permit is filed with the local inspector and the plumbing permit is filed with the state plumbing inspector.**

#### I.7 CARD ACCESS SECURITY AT DOORS

2010-08-03 UMA will be coordinating device, installation and integration requirements with Physical Plant for doors indicated to receive card access readers. If card access system is not ready for use at the end of Phase I, the key core at Secure Evidence Room will be moved to new Storage Room lockset until card access system is activated.

Action:  
UMA

2010-08-12 ECSC is the typical UMA card access contractor for installing wiring and devices for card access system. They will require a separate permit to do card access electrical work. UMAFP met with physical plant to coordinate revisions to door hardware requirements and will try to finalize by next week.

#### I.8 CONTRACTOR USE OF BUILDING / SITE

2010-08-03 Parking / dumpster locations will be coordinated at next weeks meeting. UMA will provide keys to roof areas, mechanical rooms, etc.

Action:  
UMA/IDC

2010-08-12 Inglewood to coordinate dumpster location with parking services and vivarium project contractor. Mark Poscik will assist. Dumpster may only be required during initial demolition period and could be removed daily by truck after initial demo.

#### I.9 FUME HOOD REMOVAL

2010-08-03 UMA will perform testing on fume hood and exterior ductwork to determine if decontamination is required. EH&S will schedule decontamination if required.

Action:  
UMA

2010-08-12 Testing for contaminants will be done this Monday to determine what level of decontamination is required. DPH to remove final items from duct and lab spaces to allow removal of fume hood. Early abatement of this area will be discussed next meeting.

#### I.10 LONG LEAD ITEMS

2010-08-03 IDC to prepare early submittals for long lead items including fume hood, metal casework, rooftop exhaust unit, windows, security screens (and card access if UMA determines that GC will supply to project).

Action:  
IDC

2010-08-12 Continued.

#### NEW ITEMS

#### I.10 NONE

Action:  
IDC

Next meeting will be held at: **August 19, 2010**. Job meetings will be held on Thursdays at 11:00 am. Meetings will be held in Morrill N134A To the best of my knowledge and belief, these meeting notes are considered to be a true and accurate record of all items discussed. The undersigned shall be notified, in writing, within ten days of the date below, of any corrections or additions; otherwise, these minutes shall be considered accepted as written.

Respectfully submitted:

DIETZ & COMPANY ARCHITECTS, INC.

Kevin M. Riordon AIA

Date Prepared:

August 18, 2010

